

Academic Affairs and Program Committee Agenda

October 21, 1999

10:30 – noon

Taylor Building, Room 256

College of Southern Idaho

Twin Falls, Idaho

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ACADEMIC AFFAIRS AND PROGRAM COMMITTEE

October 21, 1999

EXECUTIVE SUMMARY AND ATTACHMENTS

1. Minutes of the Academic Affairs & Program Committee Meeting: September 23, 1999

COMMITTEE ACTION:

To agree by consensus to approve the minutes of the Academic Affairs and Program Committee meeting held on September 23, 1999 as written (Item 1, attached).

ACADEMIC AFFAIRS AND PROGRAM COMMITTEE
Unapproved Minutes
Idaho State University / Bear River Room / Pocatello, Idaho
September 23, 1999

- PRESENT:** Marilyn Howard, Chair, SBOE Jerry Beck, CSI
Tom Dillon, SBOE Jonathan Lawson, ISU
Karen McGee, SBOE Daryl Jones, BSU
Dene Thomas for Brian Pitcher, UI Bob West, SDE
Luke Robins, EITC Robin Dodson, OSBE
Rita Morris, LCSC Nancy Szofran, OSBE
DeVere Burton, SDVE Lynn Humphrey, OSBE
- VISITORS:** Deborah Frincke, Faculty Chair UI Mary Lou Robinson, Faculty Chair LCSC
Laurie Boston, OSBE Carol Lowe, EITC Patty Toney, OSBE

1. Minutes of the Academic Affairs & Program Committee Meeting: June 17, 1999

ACTION: It was agreed by consensus to approve the minutes of the Academic Affairs and Program Committee meeting held on June 17, 1999 as written.

2. Minutes of the Council on Academic Affairs & Programs Meeting: June 16, 1999

ACTION: It was agreed by consensus to accept the minutes of the Council on Academic Affairs and Programs Meeting held on June 16, 1999 as written.

3. New Programs -- Council on Academic Affairs & Programs Recommendations

a. Full Proposal, Ph.D., Geophysics, Boise State University

During the 1991 Research Center Grant Competition, the State Board of Education funded Boise State University's proposed Center for the Geophysical Investigation of the Shallow Subsurface (CGISS). The Center was awarded \$1 million over a period of three years with the understanding that the Center would become self-supporting. CGISS has been successful in generating external funding bringing in about \$1 million a year and is entirely self-supporting. The Center has provided the foundation for the proposed Ph.D. program, which will be a small but high quality program with approximately 10 students enrolled at any one time.

The program was reviewed favorably by a panel of external evaluators appointed by the Office of the State Board of Education. The review panel noted that the proposed program is consistent with the role and mission of Boise State University and is a nationally unique program focusing on the subsurface, the first 500 meters of the earth's crust.

Dr. Jones addressed the favorable employment opportunities for graduates and mentioned that the program will be funded through internal reallocation.

ACTION: It was agreed by consensus to forward the new Ph.D. program in Geophysics at BSU to the full board for its consideration and action with a recommendation to approve.

b. B.A., B.B.A., B.S. Degrees, Networking and Telecommunications, Boise State University

Boise State University is proposing to offer this program in the fall of 2000 leading to a B.A., B.B.A. or B.S. in Networking and Telecommunications. The proposed program has been developed in response to the Board's desire for the institutions to meet the needs of business and industry in the area of information technology. The program is nationally unique with the closest program currently offered at Weber State University with no other similar programs offered in the west. It is anticipated that within two years there will be at least 100 students enrolled in the program. Graduates will be trained to apply information technology skills and knowledge in a business environment. The program will require new dollars, some of which will come from internal reallocation.

ACTION: It was agreed by consensus to forward the new baccalaureate degree programs in Networking and Telecommunications at Boise State University to the full board for its consideration and action with a recommendation to approve.

c. B.S., Horticulture, University of Idaho

In 1993, upon request from the University of Idaho, the major in Horticulture was discontinued. Since 1995, there has been significant interest from industry and students enrolled in the Department of Plant, Soil and Entomological Sciences who wished to pursue a major in Horticulture. Currently, no public or private institutions in Idaho offer a major in this field.

Dr. Robin Dodson noted that this request is for a new major, not a new degree, but the Board's policy and Idaho Code state that new majors must go to the full board for approval.

ACTION: It was agreed by consensus to forward the request to reinstate the Horticulture degree (B.S., Pl.Sc.) at the University of Idaho to the full board for its consideration and action with a recommendation to approve.

4. Naming of Programs – Mass Communication Program, ISU

Idaho State University wishes to name the Mass Communication program the "James E. Rogers Mass Communication Program". This is in honor and recognition of Mr. Rogers, chairman of the Board of Sunbelt Communication, for his active support and generous donations in the area of mass communication education at Idaho State University, including a substantial endowment and student scholarships. In addition, at commencement this past spring, ISU awarded Mr. Rogers an honorary degree based on his philanthropy and work with higher education in the west. He also recently received a Citizen of the Year award and took that opportunity to talk about the value of higher education and challenged the legislature to be forthcoming with their financial support.

ACTION: It was agreed to forward the request to name Idaho State University's Mass Communication program the James E. Rogers Mass Communication Program with a recommendation to approve.

5. Placement Scores for English Composition

For the past few years, the Council on Academic Affairs and Programs (CAAP) has worked with the public postsecondary institutions' English Chairs to resolve issues surrounding remedial English, ACT/ACT COMPASS scores, Advanced Placement English, CLEP and common course numbers for general education English courses. This change also addresses the "seamless education system" which benefits students.

After several meetings, the English Chairs established common course numbers for English Composition and standard cut-off scores for entry into composition courses. Those recommendations were submitted to the CAAP, which made some changes. CAAP recommends approval of the course numbers and standard cut-off scores for the general education English composition sequence as exhibited in Item 5 of the September 23, 1999 Executive Summary.

AAPC members commended the English Chairs and the institutions for working together and for their commitment to students.

ACTION: It was agreed to forward the placement scores and course numbers as exhibited in Item 5 to the full board for its consideration and action with a recommendation to approve.

6. Statewide Engineering Education Advisory Council Appointments

The Board's Statewide Engineering Education Advisory Council (SEEAC) advises the Board on graduate and undergraduate engineering education in Idaho. Members of the committee include representatives from the public institutions, the microelectronics and other high tech industries, the INEEL, private consulting engineering firms, the Society for Professional Engineers, and other industries in Idaho.

The following individuals were nominated and expressed a willingness to be appointed or re-appointed to the Statewide Engineering Education Advisory Council for terms indicated below.

Ms. Karen McGee, SBOE, Sept. 1999 - Sept. 2002

Dean David Thompson, UI College of Engineering, Sept. 1999 - 2002

Dean Lynn Russell, BSU College of Engineering, Sept. 1999 - Sept. 2002

Dean Jay Kunze, ISU College of Engineering, Sept. 1999 - Sept. 2002

Dr. Victor Kriss, LCSC, also represents Community Colleges, Sept. 1999 - 2002

Dr. Joe Karniewicz, Micron Technology, Sept. 1999 – 2002

(Would also represent BSU College of Engineering Advisory Board)

Mr. John Stedman, Hewlett-Packard, Sept. 1999 – 2002

Mr. Philip Wheatley, PE, INEEL, Sept. 1999 – 2002

(Would also represent ISU College of Engineering Advisory Board)

Mr. Jim Reppell, ISPE, Sept. 1999 – 2000

(Would fill the remainder of the term of Mr. Les Walker who has resigned.)

ACTION: It was agreed by consensus to forward the names of the nine individuals listed above to the State Board of Education for its consideration and action with a recommendation to approve the appointments to the Statewide Engineering Education Advisory Council.

7. Board of Nursing Rule Changes

Idaho Code 54-1406, Nursing education programs, requires that any curriculum or rule changes considered by the State Board of Nursing (SBN) that may have an impact on existing articulation agreements and/or existing nursing programs (vocational, associate, baccalaureate, and graduate) be approved by the State Board of Education prior to implementation. Over the past two years, the SBN has been reviewing and modifying its rules on nursing education programs. The Board of Nursing held statewide hearings on the rule changes including Twin Falls, Coeur d'Alene and Idaho Falls. Ricks College has also had input on the nursing rules.

The State Board of Education's Deputy Attorney General and the Chief Academic Officer have reviewed the proposed changes and met with the Executive Director of the SBN. As a consequence of that review and meeting, board staff recommends favorable consideration of the modified rules submitted by the State Board of Nursing.

ACTION: It was agreed to forward the Board of Nursing rule changes to the full board for its consideration and action with a recommendation to approve.

8. Professional Program Review

During the March and April 1999 meetings of the State Board of Education, the need to review professional programs at the public postsecondary institutions was discussed. As a result, the Presidents' Council assigned specific areas of study to each of the institutions. The institutions were to prepare a preliminary report of programs currently offered in the assigned professional area as well as to formulate a strategic plan for Board consideration at the September meeting. The Presidents' Council and the Council on Academic Affairs and Programs (CAAP) have been working as partners in the preparation of a preliminary report and strategic plan.

The CAAP agreed to assign the areas of study as follows: the University of Idaho will facilitate legal and paralegal programs; Idaho State University will facilitate the review of all health programs, including dental and medicine; Boise State University will facilitate engineering and technical programs; and Lewis-Clark State College will facilitate the review of teacher education programs. The first step in meeting the Board's charge was to determine what programs currently exist, their location, and most recent enrollment numbers. The next steps are to determine program and workforce needs and how best to meet those needs.

At its September 15, 1999 meeting, while reviewing a preliminary list of programs offered in the four areas of study, the Council on Academic Affairs and Program (CAAP) discovered that there are underlying problems with how degree offerings are reported to the Board based on CIP (Classification of Instructional Programs) codes. CAAP will hold a joint meeting with the individuals who are responsible for data information on each of the campuses with the intent to ensure that degree offerings are reported to the Board in a standardized format. An action plan for addressing program need and demand will be presented to the Board at its October 1999 meeting.

Laurie Boston, Public Information Officer for the Board, reported that she would prepare a press release announcing that this program review is being initiated at the request of the Board and not the institutions.

In response to a question from Dr. Dillon, Dr. Robin Dodson reassured the Committee that the completion of this review should give the Board some good data of program and employer needs and will assist the institutions in addressing those unmet needs.

9. Idaho-Utah Medical Agreement

At the August 17, 1999 State Board of Education meeting, there was significant debate and discussion about the negotiated Idaho – University of Utah School of Medicine draft agreement and the fiscal impact to both students and the state. As a consequence, the Board instructed the Chief Academic Officer to renegotiate a reasonable increase in support fees and to forward those recommendations back to the Board at its next meeting. The requested budget enhancement was reduced from \$159,300 to \$53,100 to reflect a three-year phase-in of the increased support fee and elimination of the surcharge currently paid by Idaho students attending the University of Utah School of Medicine. This item was included in the Finance Committee's Agenda, Item 5, Page 5.1.

Dr. Dodson stated that this plan is acceptable to the University of Utah and assured Dr. Dillon that it is the best deal that the State of Idaho is likely to get.

10. Program Articulation Update

At the November 1997 meeting, the State Board of Education directed the AAPC to focus on the articulation between academic and vocational postsecondary programs. The first phase of this charge resulted in the restructuring of the A.A.S. degree to include 16 credits of general education core and the articulation of those credits. Consequently, the State Division for Professional and Technical Education has approved, since May, almost 150 degree, option and certificate changes.

The second phase is concerned with the articulation of program components beyond the general education core. To date, significant progress has been noted on all of the campuses primarily in the areas of math and business and in computer science and electronics.

Dr. Jerry Beck mentioned that with all of the program changes resulting from the restructuring of the A.A.S. degree, a bottleneck has occurred, slowing down the process of getting program changes approved. He asked the Board to consider giving the Executive Director more latitude to approve degree changes within an existing program; changing an A.A.S degree to an A.S. degree for instance. That type of change currently requires a notice of intent and often the development of a full proposal for Board consideration.

Dr. Robin Dodson responded that language in the Idaho Code that requires Board approval of new degrees prevents the Board delegating more program approval authority to the Executive Director. Dr. Dillon requested that the Chief Academic Officer and the Deputy Attorney General review the Idaho Code and make a recommendation about how to resolve this issue.

11. Capacity Definition

At several previous Board meetings, the topic of defining "capacity" has been raised. Consequently, the Council on Academic Affairs and Programs (CAAP) has had an on-going discussion about this issue with no resolution. To date CAAP has attempted to develop a generic definition rather than attacking

the problem in small steps. The Council suggested that the definition of capacity be tied to the professional program review. This will allow them to look at those disciplines that have capacity and those that are already full.

Considerable discussion followed about the difficulty of defining capacity and the complexity of the issues that are interconnected to capacity. CAAP could come up with more than a dozen definitions of capacity, all of which answer a different question. Examples include schedulable capacity of a building, the number of seats in a classroom and how many of them are filled, or how many students an accreditor will allow in a particular program given the number of faculty, books and other resources of the institution.

There are hundreds of variables that could limit capacity. For instance, although there may be available seats in an engineering program, approximately 1/3 of the courses an engineering student must take are general education courses, which they may not be able to get because there are not enough faculty to teach the English Composition or Calculus class. If a student can't get beyond the general education requirements they can not advance to the engineering curriculum. At many of the Idaho institutions, capacity is limited by the number of parking spaces available and how many vehicles can be parked in any given hour.

CAAP's perception of the real issue is whether or not there is demand for a particular program and if the institutions are meeting that demand. They are suggesting that capacity can be resolved by considering and answering those questions. If there is no student demand for a particular program it does not matter if there is available capacity or what the state workforce needs might be.

CAAP believes that it already can identify those areas where demand exceeds capacity and students are being turned away. The institutions continually attempt to put resources into those areas where there is the best combination of demand from employers and demand by students. It was also pointed out that the institutions are already incentivized to do this because they are funded based on enrollment. Enrollment growth means additional funding. Technical programs are also funded for positive employment placement of graduates in the areas in which they were trained.

Dr. Howard noted that external factors that are beyond the control of an institution often affect the marketability or need for a particular program. A recent example is the impact that decreased Medicare payments have had on the health professions. It was also pointed out that what students want to do with their lives is the most limiting factor of meeting demand. Some students will respond to supply and demand in the market with the availability of jobs and the high salaries offered and others will not.

The possibility also exists that the institutions could be held to a specific definition, policy or rule that renders them unable to respond quickly to meet the changing needs of students and the state.

It was agreed to continue this discussion before the full board during committee reports.

12. School Nursing Issues

For several years various interested parties have expressed concern about prescription drugs in the K-12 schools, who is charged with dispensing those drugs, and storage issues. Due to current inclusion opportunities, greater numbers of students are taking prescription drugs and the concern for the safety

of children has resulted in renewed efforts to address these issues. The State Board of Nursing, the Department of Education and the Office of the State Board of Education recently met to discuss options for resolving the complex issue of school nurses and the dispensing of prescription drugs in the school environment.

The State Department of Education, the State Board of Nursing and the Office of the State Board of Education believe that the first step in addressing the issues is to develop a user-friendly handbook for school district consideration. The second step will be to gather specific data on the perceived problems in each school district. Additionally, input will be sought from other shareholders such as the Idaho Association of School Administrators, the Idaho School Boards Association and the Parent Teacher Associations.

13. Idaho Virtual University Consortium

At its August 10, 1999 meeting, the Council on Academic Affairs and Programs (CAAP) spent considerable time discussing and planning for the Idaho Virtual University Consortium. With the assistance of Dr. Sally Johnstone, Director of the WICHE Western Cooperative, the Council is now in the process of developing and defining its vision for the "Consortium".

The Council would like to develop a consortium of on-line classes offered by the Idaho public institutions. CAAP is now working on a vision statement, plan and timeline for the Consortium and a copy will be forwarded to the Presidents' Council and AAPC in October.

14. Other – Exiting Standards and Colleges of Education

Ms. Lydia Guerra and Dr. Dillon spoke to the Council about the involvement of the Deans of the Colleges of Education in the implementation of the exiting standards. Dr. Dillon was seeking the involvement of the Deans through perhaps an Advisory Council during the development of the assessments for Exiting Standards.

Dr. Dillon also requested that Idaho's colleges and universities publicly support the Exiting Standards and assessments. The postsecondary institutions as well as students will benefit from Exiting Standards.

2. Minutes of the Higher Education Research Council Meeting: June 1, 1999

COMMITTEE ACTION:

To agree by consensus to accept the minutes of the Higher Education Research Council Meeting held on June 1, 1999 as written (Item 2, Page 10).

APPROVED MINUTES
HIGHER EDUCATION RESEARCH COUNCIL MEETING
June 1, 1999
LBJ Building, Boise, ID - Room 324
1:30 pm - 2:30 pm

Present: General Darrell Manning, Chair Dr. Kenneth Hollenbaugh Randi McDermott
 Dr. Richard Bowen Dr. Ron Bitner
 Dr. Dennis Stevens Dr. Rita Rice Morris

I. Minutes of March 2, 1999

MSC(Bowen/Bitner): To approve the minutes of March 2, 1999.

II. HERC Budget

A. FY 2000 Allocation

MSC(Stevens/Morris): To approve the FY 2000 HERC allocation as presented. (\$600,000 Infrastructure / \$600,000 NSF-EPSCoR Match / \$342,300 Center for Ecological Research and Education / remaining funds to be allocated at a later date)

B. FY 2001 Request

MSC(Bitner/Bowen): To request \$2.1 million in FY 2001 with a strong recommendation for reinstatement of the Specific Research Grant Program.

III. Statewide Science & Technology Plan

General Manning reported that the recommendations for Statewide Science Advisor are being forwarded to the Governor and asked members to contact him with any further nominations. There was general consensus to recommend the Statewide Science and Technology Advisory Council be comprised of 10-12 members. Nominations for these members have been received from HERC, EPSCoR, Representatives at INEEL, the Small Business Development Center and the Department of Commerce. General Manning anticipated forwarding all information to the Governor in the near future.

IV. HERC Policy Manual Revisions

Suggested revisions to the HERC policy manual were distributed. It was agreed that Section III should contain the Science and Technology Plan as developed and approved by HERC and EPSCoR in 1998. Members were asked to review changes and return comments and suggestions to the Board office by June 18.

V. New Business

During discussions regarding the Statewide Science and Technology Plan, it was suggested that former SBOE member, Dr. Carole McWilliam, would be an excellent addition to the EPSCoR Committee. During her tenure as a Board member she took great interest in the EPSCoR program, not only statewide but nationally, and she advocated the need for a statewide plan for science and technology and the need to give the private sector greater input in the Idaho EPSCoR program.

MSC(Stevens/Morris): To recommend to the State Board of Education the appointment of Carole McWilliam to the Statewide EPSCoR Committee.

A general discussion regarding the state of the budget for FY 2001 ensued. It was suggested that if the Tobacco Settlement Funds become available, HERC should have a request ready.

The meeting was adjourned at 2:10PM.

3. First Reading – Higher Education Research Council Policy Change

BACKGROUND:

At their October meeting, the Higher Education Research Council (HERC) discussed the anticipated appointment by the Governor of a Statewide Science and Technology Advisor. There was a general consensus that the four Presidents represented on HERC would discuss the importance of this appointment with the Governor and encourage it be made in the near future. It was also agreed that it would be beneficial and logical to have the Statewide Science and Technology Advisor, once appointed, as a HERC member as well.

DISCUSSION:

Current Board policy sets the HERC membership at eight [UI rep (1), ISU rep (1), BSU rep (1), LCSC (1), non-institution representatives (4)]. The Higher Education Research Council agreed by consensus to recommend the Board change the HERC Policy to add the Statewide Science and Technology Advisor (once appointed by the Governor) as a member of HERC. The policy (Section III, Subsection W, Item 4) would be revised as follows.

4. State Research Council.

In order to advise the Idaho State Board of Education on the implementation of the above strategies, an Idaho Higher Education Research Council, which reports to the Board through the Academic Affairs and Program Committee, shall be appointed by the Board. The assigned responsibilities of the Higher Education Research Council will include the following:

- (1) determine and distribute to all interested parties the guidelines for submission of proposals under the competitive programs.
- (2) organize the review procedures for proposals submitted under the guidelines mandated and recommend to the Board which of these proposals should be funded.
- (3) recommend ways in which cooperative inter-institutional graduate and research programs can be encouraged, developed, and sustained.
- (4) monitor the productivity of each funded project to warrant continued funding and to provide accountability.

The membership of this Council shall consist of representatives from each of the state's universities and the four-year college,; and representatives of the public committed to research, **and the Statewide Science and Technology Advisor as appointed by the Governor.** The Council membership shall be as follows: University of Idaho - one (1); Idaho State University - one (1); Boise State University - one (1); Lewis-Clark State College - one (1); **and non-institutional - four (4); Statewide Science and Technology Advisor – one (1).** The State Board of Education shall ~~make each appointment appoint the four college and university representatives and the four non-institutional representatives.~~ **The Governor's Statewide Science and Technology Advisor shall serve as an ex officio member with voting privileges.** The chairman of the committee will be elected by the Council annually. Term lengths for the non-institutional members are three years.

COMMITTEE ACTION:

To agree by consensus to approve for first reading the change to the Higher Education Research Council Policy (Section III.W.4) as detailed above.

BOARD ACTION:

It was moved by _____ and carried to approve for first reading the revision to the Board's Higher Education Research Council Policy, which will add the Statewide Science and Technology Advisor, once appointed by the Governor, as a member of HERC.

4. New Program – Notice of Intent, Master of Engineering, Boise State University

BACKGROUND:

At the October 1995 meeting of the State Board of Education action was taken to create a College of Engineering at Boise State University. Included in that action was the development and implementation of baccalaureate degree programs in Civil, Electrical and Mechanical Engineering. Since that date BSU's College of Engineering baccalaureate degree programs have become accredited by the Accreditation Board of Engineering and Technology (ABET). Furthermore, the Board "endorsed" at its October 22-23, 1998 meeting a "Strategic Plan for Engineering Education in Idaho." In that document BSU did note their plans to develop a M.S. in Civil, Electrical, and Mechanical Engineering once ABET accreditation was earned.

DISCUSSION:

The program approval policy of AAPC addresses specific criteria for the approval of a new program request. Those criteria reflect the Board's priorities for program quality, unnecessary duplication, centrality to the institution's role and mission, and resources. Currently, the UI Boise Center offers the M.S., Mechanical, Civil and Electrical Engineering and the M.S./M.Engr. Computer Engineering. The issues to be addressed are necessary duplication and the degree of collaboration and program sharing (i.e., joint faculty, curriculum, support services, and ownership of degree).

At the October 7, 1999 meeting of the Statewide Engineering Education Advisory Council (SEEAC), the master's degree program at BSU was discussed. The SEEAC voted unanimously to recommend to the State Board of Education approval of this request.

RECOMMENDATION:

Board staff has reviewed this request and is convinced that this new program meets the Board's policy on program approval. Hence, staff concurs with SEEAC's recommendation.

COMMITTEE ACTION:

To agree by consensus to forward the notice of intent to establish a Master of Engineering program at Boise State University to the full board for its consideration with a recommendation to approve/disapprove/ table and instruct BSU to develop a full proposal.

BOARD ACTION:

It was moved by _____ and carried to approve/disapprove/table the notice of intent to establish a Master of Engineering program at Boise State University and instruct BSU to develop a full proposal for Board action and consideration.

5. Appointment to the University of Utah School of Medicine Admission Committee

BACKGROUND:

The terms of Idaho's agreement with the University of Utah School of Medicine provide that four Idaho physicians will serve on the University of Utah School of Medicine Admission Committee for a period of three years. The role of the Idaho physicians on the committee is to review the applicants from Idaho for admission into the School of Medicine and make a recommendation to the School of Medicine regarding the acceptance of those qualified Idaho applicants. Currently the state of Idaho provides financial support to six (6) new medical education students per year attending the University of Utah School of Medicine.

DISCUSSION:

The following individuals have been nominated and expressed a willingness to be appointed to the University of Utah School of Medicine Admission Committee

New Appointment

Dr. Randy Burr, Boise, October. 1999 - 2002

Dr. Steven Austin, Idaho Falls, October 1999 - 2002

Dr. Robert Becksted, Pocatello, October 1999 – 2002

Reappointment

Dr. A.C. Emery, Twin Falls, October 1999 - 2002

RECOMMENDATION:

Staff recommends the individuals listed above be appointed to serve on the University of Utah School of Medicine Admission Committee.

COMMITTEE ACTION:

To agree by consensus to forward the names of the four individuals listed above to the State Board of Education for their consideration and action with a recommendation to appoint/not appoint them to the University of Utah School of Medicine Admission Committee.

BOARD ACTION:

It was moved by _____ and carried to appoint/not appoint/ the four individuals for terms of appointment listed above to the University of Utah School of Medicine Admission Committee.

6. Program Capacity

BACKGROUND:

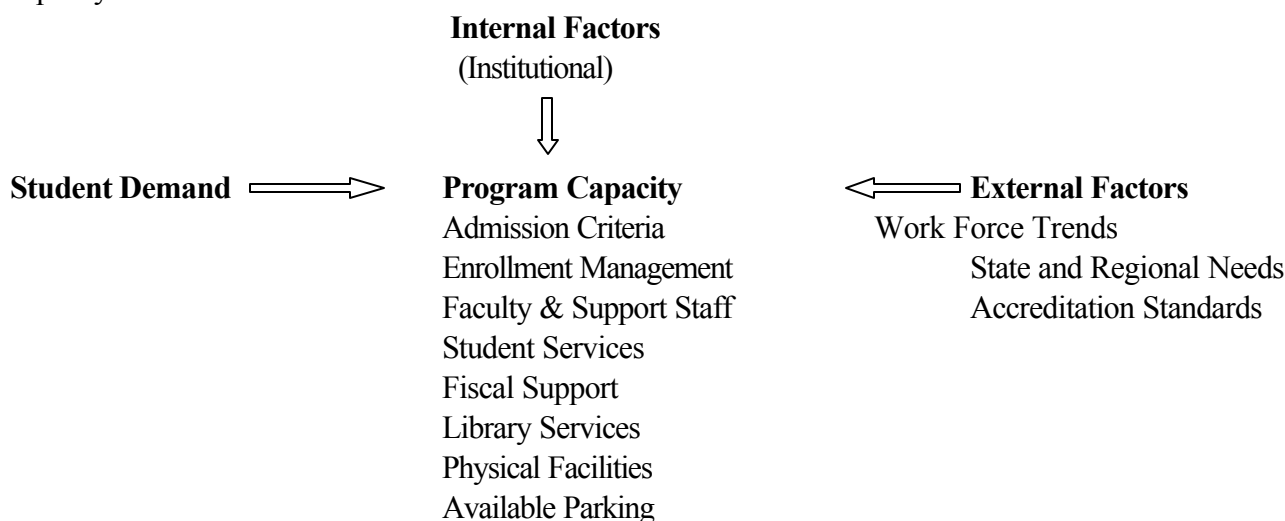
During the fall of 1998, the State Board of Education discussed student recruitment, retention and capacity in specific programs such as information technology, sciences and engineering. The Board decided to consider program capacity further and directed the Council on Academic Affairs and Programs (CAAP) to provide a definition.

Since the November 1998 SBOE meeting, the topic of defining capacity has been discussed at several AAPC and CAAP meetings. Much of the discussion has focused on a broad definition of “program capacity” rather than looking at capacity in specific disciplines. The complexity of the issue has hampered the academic officers’ efforts to develop a standard definition of program capacity.

DISCUSSION:

At the September 23-24, 1999 meeting of the Board, Mr. Jerry Hess suggested that the academic officers take a more narrow approach to defining program capacity. In addition, a possible relationship between professional program review and program capacity by discipline was explored.

For discussion purposes the following may assist in understanding the complexity of the issues related to program capacity.



RECOMMENDATION:

It is CAAP’s recommendation that in conjunction with the ongoing professional program review, the academic officers consider the factors outlined above to determine capacity for each of the four disciplines currently under review: *Teacher Education, Legal Education, Health Professions, and Engineering and Related Technologies*. A general definition for program capacity is not likely because of the many external factors; however, as a component of program review the definition of program capacity for specific fields can be developed.

COMMITTEE ACTION:

None at this time.

BOARD ACTION:

None at this time.

7. Program Review Update

BACKGROUND:

At the State Board of Education's direction, the Presidents' Council and the Council on Academic Affairs and Programs (CAAP) have been working cooperatively on the charge to review professional programs. Initially, it was planned to have an inventory analysis completed by September with a strategic plan to the Board by October 1999. As the inventory data was being reviewed it became apparent that institutional reporting mechanisms were not standardized across the system. Hence, the current inventory data is seriously flawed for the purpose of completing the program review. The first step in acquiring accurate data will be to hold a statewide meeting of institutional research officers for the purpose of standardizing the reporting of program (i.e., major degree) offerings.

DISCUSSION:

The Presidents' Council and CAAP are keenly aware of the problems and have agreed to delay the strategic plan until accurate program data and analysis of statewide needs can be obtained. Currently, a letter of invitation to the institutional research officers has been forwarded with plans for a statewide meeting in late October or early November to address the reporting issues. By the November 1999 Board meeting, the reporting issues should be resolved and accurate program inventories should be underway and/or complete.

RECOMMENDATION:

None at this time.

COMMITTEE ACTION:

None at this time.

BOARD ACTION:

None at this time.

8. Delegation of Authority/Program Approval

BACKGROUND:

During the last year, staff and the Council on Academic Affairs and Programs have been reviewing various State Board of Education Policies. The Program Approval and Discontinuance Policy (Section III, Subsection G) was modified by the State Board of Education in June 1999. Those modifications concerned quarterly program reports to the Board and clarification on what the Board could delegate to its Executive Director. At the September 24, 1999 meeting, the Board discussed delegating additional program (i.e., degree) approval authority to the Executive Director. The Board instructed its Chief Academic Officer and Deputy Attorney General to review the relevant section of the Idaho Code and report back in October on the various options available. Items 8a (Idaho Code 33-107(7) and Item 8b (SBOE Program Approval and Discontinuance Policy) have been attached for background purposes.

DISCUSSION:

The SBOE has for sometime desired a rapid response to the needs of students and the state as it relates to new program offerings. Of special interest is the relationship between technical programs (A.A.S.) and academic associate degrees (A.A. and A.S.). Presently, when an institution wishes to provide students with the option of choosing to take additional general education course work so that they may earn an A.A.S. as well as an A.S. or A.A., it technically presents a new degree program request, thus requiring Board approval.

Idaho Code 33-107(7) does not prevent the State Board of Education from delegating more authority to its Executive Director in the matter of new program (degree) approval.

COMMITTEE ACTION:

None at this time.

BOARD ACTION:

None at this time; for discussion only.

Idaho Statutes

TITLE 33

EDUCATION

CHAPTER 1

STATE BOARD OF EDUCATION

33-107. GENERAL POWERS AND DUTIES OF THE STATE BOARD. The state board shall have power to

(7) prescribe the courses and programs of study to be offered at the public institutions of higher education, after consultation with the presidents of the affected institutions;

3. Programs, Units, and Titles.

Executive Director approval is required 30 days prior to the implementation of any discontinuance, expansion or change in title in the programs and units identified in 3a - b below including off-campus programming in cooperation with another institution, business, agency or industry. The executive director may refer any of the above requests to the Board or its designated Committees for review and action. The creation of any new program outlined in 3.b and any other request having a financial impact of \$150,000 or more will require Board approval prior to implementation.

Those program, unit and title changes approved by the Executive Director shall be reported quarterly to the Board.

a. Academic or Vocational Units.

- (1) Departments
- (2) Institutes
- (3) Offices
- (4) Centers
- (5) Divisions
- (6) Schools
- (7) Colleges
- (8) Campuses
- (9) Branch Campuses
- (10) Administrative units of research or public service

b. Credit Bearing Instructional Programs.

- (1) Majors; however, minors , emphases and options do not require Board approval unless the fiscal impact is greater than \$150,000.
- (2) Certificates
- (3) Degrees (Associates, Baccalaureate, Masters, Doctorate)

9. Idaho Virtual University Consortium

BACKGROUND:

The State Board of Education endorsed the President's concept of a "virtual university" in the spring of 1999. The Council on Academic Affairs and Programs (CAAP) were assigned the responsibility of developing, planning and implementing this concept.

DISCUSSION:

CAAP is organizing an online catalog of what is currently being offered by the various institutions through distance learning. The browser-based catalog will publicize the Idaho Virtual Consortium's vision and mission as well as linking the user to a specific college or university's distance learning webpage. Information on enrolling will be available.

Micron Internet Services has been asked to provide information relating to the hosting as well as the programming necessary to link multiple disparate systems with a sophisticated, attractive and user-friendly front end. Steve Maloney, MIS, Inc is studying the feasibility.

Long-term planning is continuing.

COMMITTEE ACTION:

None at this time.

BOARD ACTION:

None at this time; for discussion only.

10. Summary of Postsecondary Program Changes

BACKGROUND:

Board staff has historically reported on an annual basis those new and discontinued academic and vocational programs approved by the Board during the fiscal year. In addition, Board members have requested that staff periodically report to AAPC those significant program changes approved by the Executive Director.

DISCUSSION:

The postsecondary program changes approved by the Executive Director from July 1 – September 1, 1999 are exhibited in Items 10A and 10B on pages 21 and 22. The exhibit does not include minor catalog/curricular items such as course titles or prerequisites.

COMMITTEE ACTION:

None at this time.

BOARD ACTION:

None at this time.

**Academic Program Changes Approved by Executive Director
July 1 – September 30, 1999**

Date	Program Change	Institution
8/10/99	Delete all options in B.S. program in Respiratory Therapy. Revise the major by adding new required courses and electives	BSU
8/30/99	Expand the Master of Natural Resources degree to selected locations.	UI
9/7/99	Offer an American Indian Studies.	UI
9/7/99	Deliver Master of Education degree in Special Education to the Minidoka School District.	UI

**Professional-Technical Education
Program Request Approvals 7/99 through 9/30/99**

Boise State University

- 7/99 Add a two- year (18-month) Advanced Technical Certificate to the **Heavy Duty Mechanics-Diesel Technology** program. Executive Director approval 7/14/99.
- 8/99 Recluster existing programs within the Selland College of Applied Technology around like industries into Centers of Distinction instead of Divisions as previously called. Approved by the Executive Director 8/27/99.
- 9/99 Add an 18-month (2 years) Advanced Technical Certificate to the **Refrigeration, Heating & Air Conditioning Technology** program. Executive Director approval 9/27/99.

College of Southern Idaho

- 7/99 Add an 11-month Advanced Technical Certificate in the **Welding Technology** program. Executive Director approval 7/13/99.
- 7/99 Add an 11-month Advanced Technical to the **Air Conditioning, Refrigeration & Heating** program. Executive Director approval 7/13/99.

Eastern Idaho Technical College

- 7/99 Add a new 11-month Technical Certificate **Medical Office Specialist** option to the **Medical Assistant** program. Executive Director approval 7/13/99.
- 7/99 Delete the Technical Certificate now offered in the **Medical Assistant** program (under the program title), and change the curriculum offered in the AAS degree. The Degree will change from 20 to 18 months in length. Executive Director approval 7/14/99.
- 7/99 Add an 18-month AAS Degree **Wildland Fire Management** option to the **Fire Service Training** program. Executive Director approval 8/2/99.
- 7/99 Delete the **Computer Network Support Technician** option from the **Computer Networking Technologies** program. Executive Director approval 8/2/99.
- 7/99 Add a 20-month AAS Degree **Microsoft Computer Networking Technologies** option to the **Computer Networking Technologies** program. Executive Director approval 8/2/99.

- 7/99 Add a 20-month AAS Degree **Microsoft Computer Networking Plus Internet Technologies** option to the **Computer Networking Technologies** program. Executive Director approval 8/2/99.
- 7/99 Add a 20-month AAS Degree **Novell Computer Networking Technologies** option to the **Computer Networking Technologies** program. Executive Director approval 8/2/99.
- 7/99 Add a **Medical Transcriptionist** option to the **Medical Assistant** program. The option will offer a Postsecondary Technical Certificate upon completion (9 credits). Executive Director approval 8/2/99.
- 9/99 Change the title of the **Farm Business Management** program to **Agribusiness Technologies**, and to add a **Farm Business Management** option offering a 15-credit Postsecondary Technical Certificate. (Same certificate previously offered under the program title.) Executive Director approval 9/20/99.

Idaho State University

- 7/99 Add a 20-month AAS Degree **Business Administration** option to the **Marketing and Management Occupations** program. Executive Director approval 7/13/99
- 7/99 Change the curriculum in the **Diesel Technology** and **Diesel Electric Technology** options to the **Diesel/Diesel Electric Technology** program. Also includes changing the curriculum in the AAS Degree for each option and lengthening the AAS Degrees from 16 months to 18 months (Diesel Technology option) and 23 months (Diesel Electric Technology option). Executive Director approval 8/2/99.

Lewis-Clark State College

- 7/99 Add a 9-month Technical Certificate to the **Early Childhood Development** program. Executive Director approval 7/13/99.
- 7/99 Reactivate the **Parts Distribution** program (which has been inactive since FY96); 2) change the title of the program to **Inventory Management**; 3) expand the Technical Certificate to an AAS Degree. *(Changes effective Fall 2000 - FY2001)*. Executive Director approval 7/13/99.
- 7/99 Drop the Advanced Technical Certificate offered in the **Drafting Technology** program. Executive Director approval 7/13/99.
- 7/99 Change the curriculum in the **Medical Secretary** option to the **Office Technology** program (AAS Degree), and to add an Advanced Technical Certificate to the option. Also add a 9-month **Medical Transcription** option to the program (Technical Certificate). Executive Director approval 7/13/99.
- 7/99 Add an 18-month Advanced Technical Certificate to the **Office Technology** program. Executive Director approval 8/2/99.

- 7/99 Add an 18-month Advanced Technical Certificate to the **Administrative Office** option to the **Office Technology**. Executive Director approval 8/2/99.

North Idaho College

- 8/99 Add an 18-month AAS Degree **Accounting Assistant** option to the **Small Business management** program. Executive Director approval 8/12/99.
- 9/99 Make the following changes to the **Computer Information Technology** program: 1) Add a 9-month Technical Certificate under the program title (the AAS Degree now offered in the program will not change and will be offered under the new program title); 2) Add an 18-month AAS Degree **PC Support Technician** option to the program; 3) Add an 18-month AAS Degree **User Support Technician** option to the program; 4) Add an 18-month AAS Degree **Network Support Technician** option to the program; and, 5) Add an 18-month AAS Degree **Internet Support Technician** option to the program. Executive Director approval 9/20/99.

11. October 7, 1999 Statewide Engineering Education Advisory Council Meeting

Mr. Harold W. Davis and Ms. Karen McGee will report on the SEEAC meeting.